

CITY OF LIVINGSTON

POSITION DESCRIPTION

POSITION: Probationary Police Patrol Officer

DEPARTMENT: Police

ACCOUNTABLE TO: Police Captain

SUMMARY OF WORK: Performs patrol and investigative duties to enforce federal, state and local laws and ordinances in order to provide for the safety and well-being of life and property.

JOB CHARACTERISTICS:

Nature of Work: This position performs professional and technical duties. Hazards of position include travel and work in adverse weather and extreme temperatures, situations that arise in connection with pursuit and arrest of dangerous people, and possible exposure to hazardous wastes. Position requires adherence to safety procedures. Dealings with the public may be under stressful circumstances; must enforce laws with common sense, discretion, and compassion. Deals with sensitive information and adheres to standards of confidentiality. Has access to restricted information restricted which could result in consequential legal action if untimely release.

Personal Contacts: Extensive contact with the public to enforce laws, address concerns, provide information and make presentations; position coordinates with other Police personnel to cover shifts and to update activity information.

Supervision Received: Daily assignments and instructions as needed by notes and face-to-face from the Police Captain.

Essential Functions: Position requires ability to communicate orally and in writing, drive a patrol vehicle, prepare reports, visually inspect areas, know and apply laws and regulations, apprehend and control dangerous persons, use firearms, walk over rugged terrain, climb, carry adult weight, hear distress calls, perform limited medical procedures, and maintain records.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Patrols city to protect public safety and health; arrests individuals who violate law and order. Does traffic and residential patrol; does business security checks. Issues citations for traffic law violations. Accurately processes crime scenes and accidents; accurately describes events in reports. Patrols assigned areas in car or on foot; answers and responds to calls; assists citizens in emergency situations; searches for lost children or runaway juveniles; takes people into protective custody. Performs animal control duties; impounds abandoned vehicles. Keeps log of responses, locations, and activities.

Investigates complaints, disturbances, domestic calls, vandalism, burglaries, illegal entries, alcohol and drug abuse, intoxicated persons, suicides, traffic accidents, assaults and homicides; collects evidence; issues citations; dispenses verbal and written warning; makes arrests; serves legal papers and arrest warrants; gives notices to appear to law violators. Recovers lost or stolen property.

Transports and processes prisoners; appears as a witness and testifies at hearings and court proceedings; responsible and accountable for all money and evidence handled; prepares and submits numerous reports; deals with unstable individuals requiring care and constant consideration; maintains discretion and departmental integrity when handling confidential data and participates in crime prevention programs.

Monitors and directs traffic and performs crowd control duties for various community events; performs courtesy services; administers emergency first aid; assists ambulance personnel as needed; establishes and maintains positive relationships with the public to explain functions and services and to foster a climate of order.

Informs superior of problems associated with police equipment; briefs on police matters; assists other agencies or departments as needed; may instruct or assist in training of other personnel as assigned; maintains professional appearance and uniform as established by the department. Assists with Dispatch duties as needed.

Performs other related work as required.

EQUIPMENT RESPONSIBLE FOR:

Position requires responsibility for and operation of all of the following: computer and printer, calculator, VCR, TV, cameras, intoxilyzer, video and audio recorders, radar, radios, motor vehicles, medical equipment, and firearms.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of applicable federal, state, and local laws and ordinances; knowledge of Montana State Laws regarding law enforcement; knowledge of investigative procedures, police procedures, court procedures, patrol techniques, search and seizure laws, interview and interrogation procedures, firearms operation, drugs and drug abuse, use of intoxilyzer and other police equipment, and medical aid.

Skills: This position requires skills in: driving a patrol vehicle safely in hazardous conditions; operation of police investigative and surveillance equipment; personal defense; operating phones, radar and other police equipment; assisting with medical aid; and use of firearms.

Abilities: This position requires the ability to: assist with law enforcement and security under normal and emergency situations; deal effectively in stressful circumstances; relay accurate information quickly; pursue offenders on foot; deal effectively with dangerous people; visually inspect areas; hear distress calls; maintain confidentiality; maintain high moral standards; show good judgment; perform physical force measures when necessary; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

Physical requirements are established by the Montana Peace Officer Standards and Training specifications.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are usually acquired by a combination of education and experience equivalent to:

- A High School diploma.
- Completion of MLEA Basic academy including required certifications.
- Must possess a valid state of Montana driver's license.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based upon the satisfactory performance of the preceding job description duties and responsibilities. Examples of job performance standards include, but are not limited to, the following.

- Performs assigned duties.
- Effectively patrols to enforce laws, provide for safety, and prevent crime.
- Maintains and applies knowledge of federal, state, local laws and ordinances which are enforced by the department.
- Deals tactfully and effectively with the public.
- Maintains effective working relationships with fellow employees, other agencies, supervisors and the public.
- Reacts calmly and decisively in emergency situations and makes sound decisions.
- Promotes objectives and philosophy of Livingston Police Department.
- Conducts effective and proper studies and investigation.
- Maintains and exhibits discretion and integrity when handling confidential data.
- Maintains current knowledge of laws governing custody of persons, search and seizure, and the rules of evidence.
- Demonstrates punctuality.
- Observes work hours and responds quickly to emergencies when on-call.